



**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION**

BID NUMBER

661020

CARTRIDGES TONER – OFFICE SUPPLIES

OPENING DATE: 11/9/2006

BID REQUEST

Buyer No. 06

DAWN GURDA

414-223-8127

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT**City Campus
2711 W. Wells Street
5th Floor
Milwaukee, Wisconsin 53208

Bid Number 661020

Posting Date: October 11,
2006

Submission Date: 11/9/2006

Note: ALL BIDS/QUOTES/RFPs are to be downloaded from the Milwaukee County website <http://www.milwaukee.gov>**COMMODITY:**

CARTRIDGES TONER - OFFICE SUPPLIES

TIME AND PLACE:

Sealed bids for furnishing the following will be received at the office of the Milwaukee County Procurement Office, 2711 W. Wells Street, 5th Fl. Milwaukee, Wisconsin 53208 until 1:30 P.M. on. Bids will be opened and read the same day at 2:30 P.M. at the Procurement Division Office.

We agree to furnish the above according to your specifications, at prices hereon and according to conditions on this form.
ONLY CASH DISCOUNTS OF 30 DAYS OR MORE SHALL BE DEDUCTED IN DETERMINING THE LOW BIDDER
Cash discount for payment following acceptance of goods and receipt of invoice _____% _____ days.
Delivery shall be made not later than _____ work days after receipt of order. (FOB Destination) (Freight Included)
BIDS NOT MANUALLY SIGNED SHALL NOT BE ACCEPTED

Please print the following:

Firm Name _____
Address _____
City & State _____ Zip _____
Phone No. _____
Fax No. _____
Name/Title _____
Signature _____ Date _____
Email _____

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SPECIAL INSTRUCTIONS:

FURNISH THE FOLLOWING TO VARIOUS MILWAUKEE COUNTY
DEPARTMENTS AS DIRECTED FOR THE PERIOD FROM 12-01-06 TO 11-30-07

PREVIOUS BID 631025

NOTE: BIDDERS TO SUBMIT PRICES FOR ITEMS 1-96 AS SPECIFIED.
SUPER CHARGED CARTRIDGES WILL NOT BE CONSIDERED. BID WILL
BE REJECTED IF ITEMS ARE SUBMITTED.
REQUIREMENTS ON SPECIFICATION NO.: 105.26419 MUST BE COMPLETED
AND INCLUDED WITH YOUR RESPONSE OR BID WILL BE REJECTED.
ESTIMATED YEARLY USAGE CAN ONLY BE USED AS A GUIDELINE.
MILWAUKEE COUNTY DOES NOT GUARANTEE THE SAME USAGE ENTERING
INTO A NEW CONTRACT. PROOF OF AUTHORIZED WARRANTY SERVICE
BY HEWLETT PACKARD IS REQUIRED OR BID WILL BE REJECTED.

BID NOTES:**DBE Participation**

Pursuant to Milwaukee County general ordinance, 32.25 (7) (d), notwithstanding any other provisions to the contrary, the purchasing administrator or designee shall have the authority when a contract is being awarded through the open market, informal, and formal bidding processes, (all other circumstances being equal), to award a contract to any Certified Disadvantaged Business Enterprise, (DBE), that has submitted a responsive, responsible bid, quote, or proposal that is not more than five, (5) percent higher than apparent low price/bid. This provision is limited to DBE firms certified by the Milwaukee County Community Business Development Partners Program, Dane County, City of Madison, and Wisconsin Unified Certification Program prior to the date prices are received.

Cooperative Purchase

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area?

Yes _____ No _____

Please be advised that the award of this bid by Milwaukee County is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

RENEWAL CLAUSE- "SAID CONTRACT WILL BE FOR A TERM OF ONE
YEAR. THE CONTRACT MAY BE EXTENDED FOR AN ADDITIONAL TERM OF

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ONE YEAR UNDER THE SAME TERMS AND CONDITIONS UPON THE MUTUAL
CONSENT OF THE COUNTY AND VENDOR, AND AT THE END OF SAID
RENEWAL TERM AND UNDER THE SAME CIRCUMSTANCES, THE OPTION TO
RENEW FOR ANOTHER YEAR TERM THEREAFTER MAY BE EXERCISED."

HOWEVER, 90 DAYS PRIOR TO THE EXPIRATION OF THE YEARLY TERM,
THE VENDOR IS TO SEND A LETTER TO THE PROCUREMENT
DIVISION STATING A WILLINGNESS TO RENEW.

THE AWARD OF THIS BID WILL BE
MADE IN THE AGGREGATE TO THE
LOWEST QUALIFIED BIDDER.

NOTIFICATION OF A PRICE INCREASE MUST BE RECEIVED BY
MILWAUKEE COUNTY 30 DAYS PRIOR TO THE EFFECTIVE DATE OF THE
INCREASE. THIS NOTIFICATION OF PRICE INCREASE MUST BE SENT
TO MILWAUKEE COUNTY, DIVISION OF PROCUREMENT, ON THE VENDORS
LETTERHEAD AND SIGNED BY A PRINCIPAL OF THE COMPANY. THIS
INCREASE WILL ONLY BE ALLOWED IN THE SAME DOLLAR AMOUNT THAT
THE VENDOR'S SOURCE HAS INCREASED THE PRICE TO THE VENDOR.

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PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****002 M2320123100 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER****92298A REMAN LJ 4, 4+, 5****ESTIMATED USAGE 127 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****003 M2320143825 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER****C3900A NEW LJ 4V, 4MV****ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****004 M2320143819 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER****C3900A REMAN LJ 4V, 4MV****ESTIMATED USAGE 4 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****005 M2374407813 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER****C3903A NEW LJ 5P, 6P****ESTIMATED USAGE 21 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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C3903A REMAN LJ5P, 6P****ESTIMATED USAGE 8 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****007 M2320143821 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C3906A NEW LJ 5L, 6L, 3100****ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****008 M2374407814 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C3906A REMAN LJ 5L, 6L, 3100****ESTIMATED USAGE 4 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****009 M2374407816 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C3909A NEW LJ 5SI, 8000****ESTIMATED USAGE 31 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****010 M2320143822 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C3909A REMAN LJ 5SI, 8000****ESTIMATED USAGE 57 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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C4092A NEW LJ 1100, 3200****ESTIMATED USAGE 51 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****012 M2320143867 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4092A REMAN LJ 1100, 3200****ESTIMATED USAGE 41 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****013 M2320143930 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C7115A NEW LJ1000, 1200, 3300****ESTIMATED USAGE 53 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****014 M2320141245 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C7115A REMAN LJ 1000,1200,3300****ESTIMATED USAGE 65 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****015 M2320143845 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4096A NEW LJ 2100, 2200****ESTIMATED USAGE 6 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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C4096A REMAN LJ2100, 2200****ESTIMATED USAGE 4 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****017 M2320123108 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4127X NEW LJ 4000****ESTIMATED USAGE 226 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****018 M2320123109 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4127X REMAN LJ4000****ESTIMATED USAGE 525 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****019 M2320143890 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4129X NEW LJ5000****ESTIMATED USAGE 8 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****020 M2320143875 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4182X NEW LJ8100****ESTIMATED USAGE 5 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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C4182X REMAN LJ8100****ESTIMATED USAGE 3 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****022 M2320143910 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C8061X NEW LJ4100****ESTIMATED USAGE 51 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****023 M2320143915 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C8061X REMAN LJ4100****ESTIMATED USAGE 109 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****024 M2320143920 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C8543X NEW LJ9000****ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****025 M2354072020 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 OFFICE MACHINES
PUG3350C - NEW - PANAFAX UF585/595****NEW OR REMAN
ESTIMATED USAGE 19 PER YEAR
PER SPECIFICATION NO.: 105.226419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****026 M2320123140 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
PUG3313C- NEW -PANFAX UF550,UF560,UF770,UF880,UF885,UF895****ESTIMATED USAGE 75 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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51626A PRINTER/FAX NEW BLACK INK****ESTIMATED USAGE 23 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****028 M2320123117 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
51626A PRINTER/FAX REMAN BLACK INK****ESTIMATED USAGE 56 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****029 M2320121275 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
51629A PRINTER/FAX NEW BLACK INK****ESTIMATED USAGE 18 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****030 M2320121280 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
51629A PRINTER/FAX REMAN BLACK INK****ESTIMATED USAGE 7 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****031 M2320121101 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
PRINTER/FAX - BLACK INK 51640A****ESTIMATED USAGE 4 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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51640A PRINTER/FAX REMAN BLACK INK****ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****033 M2320121110 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
51641A PRINTER/FAX NEW COLOR INK****ESTIMATED USAGE 5 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****034 M2320121115 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
51641A PRINTER/FAX REMAN COLOR INK****ESTIMATED USAGE 6 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****035 M2320123111 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
51645A PRINTER/FAX NEW BLACK****ESTIMATED USAGE 138 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****036 M2320121117 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
51645A PRINTER/FAX REMAN BLACK INK****ESTIMATED USAGE 64 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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PRINTER/FAX - COLOR INK 51649A****ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****038 M2320121123 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
51649A PRINTER/FAX REMAN COLOR INK****ESTIMATED USAGE 4 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****039 M2320121125 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C1823D PRINTER/FAX NEW COLOR INK****ESTIMATED USAGE 23 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****040 M2320121127 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C1823D PRINTER/FAX REMAN COLOR INK****ESTIMATED USAGE 13 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****041 M2320121130 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C6578DN PRINTER/FAX NEW COLOR INK****ESTIMATED USAGE 90 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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C6578DN PRINTER/FAX REMAN COLOR INK****ESTIMATED USAGE 25 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****043 M2320121135 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C6614DN PRINTER/FAX NEW BLACK INK****ESTIMATED USAGE 24 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****044 M2320121137 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C6614DN PRINTER/FAX REMAN BLACK INK****ESTIMATED USAGE 3 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****045 M2320121140 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C6615DN PRINTER/FAX NEW BLACK INK
ESTIMATED USAGE 53 PER YEAR
PER SPECIFICATION NO.: 105. 26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****046 M2320121145 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C6615DN PRINTER/FAX REMAN BLACK INK****ESTIMATED USAGE 23 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****047 M2320121150 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C6625AN PRINTER/FAX NEW COLOR INK****ESTIMATED USAGE 9 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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C6625AN PRINTER/FAX REMAN COLOR INK****ESTIMATED USAGE 3 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****049 M2320123145 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
TONER, Q2613X, MODEL HPLJ1300****NEW CARTRIDGE
ESTIMATED USAGE 7 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****050 M2320123150 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
TONER, Q2610A, MODEL HPLJ2300****NEW CARTRIDGE
ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****051 M2320123155 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
TONER, Q1338A, MODEL HPLJ4200****NEW CARTRIDGE
ESTIMATED USAGE 144 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****052 M2320123160 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
TONER, Q1339A, MODEL HPLJ4300****NEW CARTRIDGE
ESTIMATED USAGE 76 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****053 M2320022545 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
BLACK ES020093C, EPSON 600Q-600-400****NEW CARTRIDGE
ESTIMATED USAGE 3 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH**

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COLOR ES020089C, EPSON 600Q-600-400****NEW CARTRIDGE
ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****055 M2320022555 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
BLACK ES020187C, EPSON 670-660-640-440****NEW CARTRIDGE
ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****056 M2320022560 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
COLOR ES020191C, EPSON 670-660-640-440****NEW CARTRIDGE
ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****057 M2320121195 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
BPC202RFC NEW BROTHER 1170, 1270****ESTIMATED USAGE 6 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****058 M2320121210 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
BD200 NEW BROTHER 3M, 4M, (DRUM)****ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****059 M2320021500 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
BLACK - C5011D , HPIJ1000-1100****NEW CARTRIDGE
ESTIMATED USAGE 9 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH**

BID REQUEST

Buyer No. 06

DAWN GURDA

414-223-8127

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT**City Campus
2711 W. Wells Street
5th Floor
Milwaukee, Wisconsin 53208

Bid Number 661020

Posting Date: October 11,
2006

Submission Date: 11/9/2006

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C5010D , HPIJ1000-1100****NEW OR REMAN
ESTIMATED USAGE 3 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****061 M2320022500 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
BLACK C4844A, HP 2000-2500****NEW OR REMAN
ESTIMATED USAGE 31 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****062 M2320022510 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
YELLOW C4842A, HP 2000-2500****NEW OR REMAN
ESTIMATED USAGE 19 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****063 M2320022515 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
MAJENTA C4843A, HP 2000-2500****NEW OR REMAN
ESTIMATED USAGE 16 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****064 M2320022520 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
CYAN C4841A, HP2000-2500****NEW OR REMAN
ESTIMATED USAGE 17 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****065 M2327983315 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 COMPUTER ACCESSORIES
PRINthead, BLACK C4800A, HP2000-25000****ESTIMATED USAGE 1 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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PRINthead, YELLOW C4803A, HP2000-2500****ESTIMATED USAGE 1 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****067 M2327983325 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 COMPUTER ACCESSORIES
PRINthead PRINTER, MAGENTA C4802A, HP2000-2500****ESTIMATED USAGE 3 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****068 M2327983330 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 COMPUTER ACCESSORIES
PRINthead, CYAN C4801A, HP2000-2500****ESTIMATED USAGE 1 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****069 M2320022525 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
BLACK C4844AN, HP2030****NEW CARTRIDGE
ESTIMATED USAGE 12 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****070 M2320022530 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
YELLOW C4838AN, HP2030****NEW CARTRIDGE
ESTIMATED USAGE 38 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****071 M2320022535 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES INK
MAGENTA C4837AN, HP2030****NEW CARTRIDGE
ESTIMATED USAGE 5 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH**

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CYAN C4836AN, HP2030****NEW CARTRIDGE
ESTIMATED USAGE 1 PER YEAR
PER SPECIFICATON NO.: 10526419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****073 M2327983335 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 COMPUTER ACCESSORIES
PRINthead, BLACK C4810AN, HP2030****ESTIMATED USAGE 10 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****074 M2327983340 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 COMPUTER ACCESSORIES
PRINthead, YELLOW C4813AN, HP2030****ESTIMATED USAGE 10 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****075 M2327983345 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 COMPUTER ACCESSORIES
PRINthead, MAGENTA C4812AN, HP2030****ESTIMATED USAGE 12 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****076 M2327983350 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 COMPUTER ACCESSORIES
PRINthead, CYAN C4811AN, HP2030****ESTIMATED USAGE 12 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****077 M2320121160 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4191AC NEW HP4500 BLACK****ESTIMATED USAGE 9 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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C4192AC NEW HP4500 CYAN****ESTIMATED USAGE 5 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****079 M2320121170 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4193AC NEW HP4500 MAGENTA****ESTIMATED USAGE 2 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****080 M2320121175 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4194AC NEW HP4500 YELLOW****ESTIMATED USAGE 3 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****081 M2320121180 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4195A NEW HP4500 DRUM****ESTIMATED USAGE 7 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****082 M2320121185 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 CARTRIDGES TONER
C4196A NEW HP4500 TRANS KIT****ESTIMATED USAGE 1 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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C4197A NEW HP4500 FUSER KIT****ESTIMATED USAGE 1 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****084 M4395089800 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
BLACK - C9720A****ESTIMATED USAGE 40 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****085 M4395089810 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
CYAN - C9721A****ESTIMATED USAGE 15 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****086 M4395089815 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
YELLOW- C9722A****ESTIMATED USAGE 15 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****087 M4395089820 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
MEGENTA C9723A****ESTIMATED USAGE 30 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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BLACK HP9228A****ESTIMATED USAGE 30 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****089 M4395089830 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
BLACK C9730A****ESTIMATED USAGE 7 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****090 M4395089835 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
CYAN C9731A****ESTIMATED USAGE 7 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****091 M4395089840 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
YELLOW C9732A****ESTIMATED USAGE 7 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****092 M4395089850 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
BLACK Q5950A****ESTIMATED USAGE 5 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

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BLACK Q5942X****ESTIMATED USAGE 15 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****094 M4395089855 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
CYAN Q5951A****ESTIMATED USAGE 5 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****095 M4395089860 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
YELLOW Q5952A****ESTIMATED USAGE 5 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH****000 COUNTY WIDE CITY CAMPUS .****096 M4395089865 U/M EACH REQUISITION #: RX10500000026419****QTY: 0 TONERS
IBM 90H3566****ESTIMATED USAGE 1 PER YEAR
PER SPECIFICATION NO.:105.26419****\$ _____ EACH**

GENERAL DIRECTIONS FOR BIDDING

1. **How to Bid**
All Bids shall be submitted on the official form furnished by the *Procurement Division* and identified with the firm name and manually signed. Unsigned bids shall not be considered. If this form does not provide sufficient space, bidders shall attach a sheet supplying the additional information. This sheet shall also be signed as required above to properly identify attachments.
2. **How to Amend a Bid Before Due Date and Time**
After a bid has been filed at the *Office of the Procurement Division* and the bidder desires to amend this bid, he may do so before the due date and time by filing an amendment fully identified with the original bid submitted by number, commodity and opening date. All of the conditions and provisions of the Invitation to Bid shall be in effect. *This must be submitted before the date and time for receipt of bid as set forth in the Invitation to Bid. No bids or amendments shall be accepted after the bid opening date and time specified.*

TERMS AND CONDITIONS OF BID

1. **Award**
The *Purchasing Administrator* reserves the right to award a separate contract for each item unless otherwise specified in the bid; any group of items, or all items; or to reject any or all bids or any portion of any or all bids when, in the opinion of the *Purchasing Administrator*, the best interest of the County will be served thereby.
2. **Tie bids**
If there are tie bids, award shall be made in accordance with tie bid provisions as outlined in Chapter 32 of the Milwaukee County General Ordinances.
3. **Changes in specifications not permitted**
Do not change any of the terms of the specifications. Such changes shall constitute a counter offer. Any bids received with such changes shall be rejected.
4. **Execution of contract**
Successful bidder agrees to enter into contract with Milwaukee County and, when required, to furnish a performance bond of surety company authorized to do business within the State of Wisconsin in the amount specified on the Invitation to Bid, and to complete the affixing thereon of the necessary signatures of contractor and surety and return to the *Procurement Division* within fifteen working days of written request to do so.
5. **Delays in delivery**
Delays in delivery caused by bona fide strikes, government priority or requisition, riots fires, sabotage acts of God or any other delay deemed by the Purchasing Administrator to clearly and unequivocally beyond the contractor's control, shall be recognized by the County. The vendor may be relieved of meeting delivery time specified, if vendor files with *Purchasing Administrator* a request for extension of time, signed by a responsible official, giving in detail all the essential circumstances which, upon verification by the Purchasing administrator, Justifies such extension.
6. **Patents**
This order is given upon the condition that Milwaukee County is protected by the vendor against all liability, loss or expenses by reasons of any patent or trademark litigation now existing or hereafter instituted, arising out of any alleged infringement of patent or trademark on merchandise hereby ordered, or any part thereof.
7. **Non-Discrimination**
The contractor, lessee, purchaser, etc., agrees not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, sex, or handicap, which shall include, but not limited to: recruitment or recruitment advertising; employment; upgrading; demotion or transfer; lay-off or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. A violation of this provision shall be sufficient cause for the County to terminate the contract, lease, order, etc. pursuant to County Ordinance 56.17 – Non Discriminatory Contracts.
8. **Delivery terms**
Bids shall include delivery costs to the specified delivery point, all transportation charges prepaid and borne by you.
9. **Taxes**
Milwaukee County is exempt from Federal Excise **Tax** and Wisconsin State Sales **Tax**. Bids should be submitted without such **taxes**.
10. **Code of Ethics**
Milwaukee County Code of Ethics states in part, “No person may offer to give to any County Officer or employee or his/her immediate family, and no County Officer, or employee or his/her immediate family may solicit or receive anything of value pursuant to an understanding that such officer's or employees' vote, official action or judgment would be influenced thereby.”
11. **New and Unused**
Bids not meeting the minimum requirements specified shall be rejected. All merchandise shall be new and unused unless specified in the specifications.
12. **Funding**
If funds are not appropriated for payment of this contract, Milwaukee County may terminate contract at the end of any fiscal year upon 30 days written notice without any early termination penalties, charges, fees or costs of any kind to Milwaukee County.
13. **Retention of Records**
Contractor agrees to retain all records related to this contract for a period of at least three years from final date of payment under this contract
14. **Audit of Records**
Contractor shall permit the authorized representatives of the County Auditor, after reasonable notice, the right to inspect and audit all data and records of contractor related to carrying out the contract for a period of up to three years after completion of the contract. If subcontractors and/or associates are utilized, prime contractor shall have a written contractual agreement with County approved subcontractors and/or associates which bind the subcontractor to the same audit contract terms and conditions as the prime contractor.

SECTION 32.20

(14) Computation of time limits expressed in hours or days shall exclude Saturdays, Sundays, and legal holidays.

32.26 PROTEST AND APPEAL PROCEDURE.

Protests to any sealed bid procurement or award recommended by the Purchasing Administrator may be made by any bidder and/or using department head as follows:

(1) Prior to Bid Opening:

- (a) Protests to form and content of bid documents shall be received by the Purchasing Administrator not less than five days prior to the time scheduled for bid opening. A protest shall be in writing and state the reason for it.
- (b) The Purchasing Administrator shall review protests and if modification is necessary, the bid opening date shall be extended and addenda containing the changes shall be sent to each bidder. If modification is rejected, the protestor shall be notified. The decision of the Purchasing Administrator is final.

(2) After Bid Opening:

- (a) Protests concerning irregularities on sealed bid opening procedures or compliance by bidders with bid documents shall be received by the Purchasing Administrator within 72 hours after time of bid opening
- (b) When a sealed bid is to be awarded to other than low bidder, all bidders shall be notified in writing by certified mail, return receipt requested, of the proposed award. Protests to the award must be delivered to the Purchasing Administrator within 72 hours after receipt of notice.
- (c) A Protest under either (a) or (b) must be in writing and state the reason for it. The Purchasing Administrator shall review the protest and notify the protestor of a decision in writing by certified mail, return receipt requested within five days. No contract shall be awarded while protest is pending. A protest, which is untimely, fails to state the reason for it or should have been made prior to bid opening, is invalid. The decision of the Purchasing Administrator disqualifying the protest for these reasons is final and cannot be appealed.

(3) Appeals to Purchasing Standardization Committee

- (a) Protests from decision of the Purchasing Administrator shall be made to the Purchasing Standardization Committee by delivering a written request for appeal hearing both to the Procurement Division and the Purchasing Standardization Committee within 72 hours after receipt of the Purchasing administrator's decision.
- (b) The request shall state the grounds upon which the protest is based and shall request an appeal hearing. No contract shall be awarded until final disposition of the protest.
- (c) The Chairman of the Purchasing Standardization Committee shall notify all interested persons of the time and place of the hearing.
- (d) The Purchasing Standardization Committee shall affirm, reverse or modify the decision of the Purchasing Administrator and its decision shall be final.

**Written appeals to the
Purchasing Standardization Committee
Shall be addressed as follow:**

**Purchasing Standardization Committee
C/O Milwaukee County Procurement Division
2711 W. Wells St, 5th Floor
Milwaukee, WI 53208**